

Effective 15 April 2003

**Personnel—General**

**Assignment of Enlistment Processing Responsibility**

For the Commander:

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**History.** This regulation revises USAREC Reg 600-22, which is effective 15 April 2003.

**Summary.** This regulation prescribes policy and procedures for determination and transfer of processing responsibility for a contact or prospect and for documentation of the transfer of administrative processing responsibility between recruiting personnel.

**Applicability.** This regulation applies to and is binding upon all personnel, civilian or military, assigned, attached, or detailed for duty within USAREC. HQ USAREC or Headquarters, Department of the Army may make exceptions to nonstatutory provisions. Individuals assigned to

duties within USAREC must comply with the requirements of this regulation. Penalties for violation of this regulation or failure to comply with its provisions include the full range of administrative and criminal sanctions for military and civilian personnel. In cases of conflict with this regulation and any other USAREC regulation setting forth procedures for the determination of assignment of enlistment processing responsibility this regulation will take precedence. Except as otherwise prohibited by law, Department of Defense directives, or Headquarters, Department of the Army regulations, this regulation applies to all active duty, contract recruiting companies, contract recruiters, and USAR personnel on active duty and Army National Guard personnel performing recruiting duties within USAREC. The provisions of this regulation apply to any person who processes for enlistment or appointment in the RA, USAR, OCS, WOFT, or AMEDD on active duty or USAR.

**Proponent and exception authority.** The proponent of this regulation is the G3. The proponent has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. Proponent may delegate

this authority, in writing, to a division chief in the grade of lieutenant colonel or the civilian equivalent.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2 but does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation is prohibited.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USAREC (RCRO-PP), 1307 3rd Avenue, Fort Knox, KY 40121-2726.

**Distribution.** Distribution of this regulation has been made in accordance with USAREC Pam 25-30, distribution A. This regulation is published in the Recruiting Station Operations UPDATE. This regulation is also available on the USAREC Intranet Homepage at <http://home.usarec.army.mil>.

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**Glossary**

**1. Purpose**

This regulation prescribes policy and procedures for determination and transfer of processing responsibility for a contact or prospect and for documentation of the transfer of administrative processing responsibility between recruiting personnel.

**2. References**

Required publications and referenced forms are listed at appendix A.

**3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

**4. Policy**

a. All recruiting zones within the recruiting station (RS) boundaries are open for prospecting and recruiting activities by any recruiter assigned to the RS.

b. RS commanders will ensure that all markets within the RS boundaries are worked. Each recruiter will continue to have an area of operation for development of centers of influence and very important persons, posting, and community relations. Prospecting and recruiting activities by recruiters outside their assigned RS boundaries are strictly prohibited.

c. High school seniors are protected until 90 days after graduation within the RS boundaries.

d. Recruiting company (Rctg Co) and RS commanders will ensure that the recruiter does not actively prospect nor recruit outside his or her assigned territory.

e. Award credit for accessions credited to a recruiter will be determined in accordance with USAREC Reg 672-10 and this regulation.

f. Colleges and vocational and technical schools will be open to all recruiters in the RS or Rctg Co to which the college and vocational and technical school is assigned for prospecting and enlistment.

g. The RS commander or college recruiter (college recruiters are assigned directly to the Rctg Co) to whom the college or technical school belongs will ensure a school list is obtained and the school is actively "worked."

h. Commanders may redirect resources to assist other RSs with lead generation. A recruiter assigned to the RS being given assistance will process applicants found through this activity.

**5. Procedures**

a. Determination of processing responsibility.

(1) At the earliest possible point during the initial interaction between a recruiter and a contact or prospect, the recruiter will determine whether the contact or prospect is a part of that RS's assigned territory.

NOTE: There is no longer a requirement to refer applicants seeking the United States Army Reserve (USAR) to a USAR recruiter or refer applicants seeking the Regular Army (RA) to an RA recruiter (see USAREC Reg 601-73).

(2) If the contact or prospect is not a member of that recruiter's assigned RS, that recruiter will

\*This regulation supersedes USAREC Regulation 600-22, 7 October 1996.

consult his or her immediate commander. If the contact or prospect is not from the RS's assigned territory or if the RS commander desires to assign processing responsibility to another recruiter, the circumstances will be referred to a commissioned officer in the chain of command. A commander (commissioned officer) in the supervisory chain will make the determination of processing responsibilities as follows:

(a) The Rctg Co commander or first sergeant on orders as acting Rctg Co commander will determine processing responsibility if the prospect or applicant resides within his or her Rctg Co's boundaries.

(b) The recruiting battalion (Rctg Bn) or Army Medical Department detachment (AMEDD Det) commander will determine processing responsibility if the prospect or applicant resides within his or her Rctg Bn's or AMEDD Det's boundaries and a conflict arises between Rctg Cos or health care recruiting teams under his or her command. The Rctg Bn or AMEDD Det commander may delegate this authority to the Rctg Bn or AMEDD Det executive officer.

(c) The recruiting brigade (Rctg Bde) commander will determine processing responsibility if the prospect or applicant resides within his or her Rctg Bde's boundaries and a conflict arises between Rctg Bns and the AMEDD Det under his or her command. The Rctg Bde commander may delegate this authority to the deputy Rctg Bde commander or Chief of Staff.

(d) Headquarters, United States Army Recruiting Command (HQ USAREC), G3, Plans and Policy Division, will determine processing responsibility if a prospect or applicant resides within one Rctg Bde's boundaries and another Rctg Bde desires to process or processes a prospect or applicant and a conflict arises between the two Rctg Bdes.

(e) Assignment of processing responsibility for all "walk-in" prospects or applicants is determined by the RS commander if the "walk-in" is from that RS's territory. If the "walk-in" is not from the RS's territory the appropriate commander (commissioned officer), as stipulated above, will determine processing responsibility.

(f) Commanders are encouraged to resolve conflicts between commands and arrive at mutually agreed upon solutions to processing responsibilities. Conflicts that cannot be mutually agreed upon between commanders will be referred to the next higher commander within the supervisory chain. The G3, Plans and Policy Division, will determine processing responsibility for HQ USAREC.

(3) Commanders at all levels will assure that processing responsibility determinations are based upon the policies stated in this regulation.

(4) DD Form 1966 series (Record of Military Processing - Armed Forces of the United States), Section VI, Remarks, will be annotated to reflect the name and grade of the commanding officer designating processing responsibility for applicants not residing within the RS's territory, and the date such decision was made.

(5) Once a determination of processing responsibility has been made, that responsibility will not be transferred without the personal approval of the appropriate commander. Such approval must occur prior to the actual processing. Telephonic approval may be obtained, but must be documented in accordance with c below.

b. Transfer of processing responsibility.

(1) General policy.

(a) The processing responsibility will not be transferred if the administrative processing is substantially complete, except as authorized below. For all RA, USAR, Officer Candidate School (OCS), Warrant Officer Flight Training (WOFT), and Army Medical Department (AMEDD) applicants this is normally evidenced by completion of DD Form 1966 through block 33, information entered in the Army Recruiting Information Support System (ARISS) on the prospect data record and contact history screen, and also for AMEDD applicants the completion of USAREC Form 658 (AMEDD Application Worksheet) and DD Form 2807-1 (Report of Medical History).

(b) While an RS commander may determine the initial assignment of processing responsibility, a commander who is a commissioned officer must approve all transfers of processing responsibility.

(2) If the recruiter substantially completed processing that has the responsibility for a prospect is unable to complete the processing due to his or her reassignment, hospitalization, extended temporary duty (TDY) or leave, or no longer on production, the issue of processing responsibility will be referred to the appropriate commander (commissioned officer) for determination of further action. The appropriate commander will:

(a) Designate a different recruiter or supervisor to monitor the completion of processing while mission accomplishment credit and award points remains with the recruiter who originated the processing.

(b) Ensure that if that recruiter who substantially completed the processing is no longer a production recruiter, the mission accomplishment credit is not transferred to another individual recruiter. The mission accomplishment credit will remain with the RS where the recruiter of credit was assigned when contact was first made and processing was substantially completed (as identified on DD Form 1966, block 33, or letter of transmittal for OCS, WOFT, or AMEDD applicants).

(c) The name and rank of the approving authority for the transfer of processing responsibility will be annotated on DD Form 1966, Section VI, Remarks, along with the date the approving authority granted transfer of processing responsibility.

(3) Processing not substantially completed.

(a) If the administrative processing has not been substantially completed, then processing responsibility may be transferred to a different recruiter. The recruiter assuming processing responsibility will place his or her name and recruiter identification number on DD Form 1966,

block 33, or on the letter of transmittal if an OCS, WOFT, or AMEDD applicant, and will receive mission accomplishment credit and award points if the applicant subsequently enters the Army.

(b) The recruiter who assumes processing responsibility will personally verify all previously accomplished procedures before signing DD Form 1966, block 33. At a minimum, this will include:

1. Verification of all understandings of the prospect or applicant concerning Army opportunities.

2. Verification of prequalification of basic qualifications for enlistment of the applicant.

3. Verification of all information on DD Form 1966 series and SF 86 (Questionnaire for National Security Positions) by reviewing each entry with the applicant and each supporting document.

4. In OCS, WOFT, and AMEDD cases, verify all information in the packet with the applicant.

c. Documentation of processing responsibility.

(1) Whenever a determination of processing responsibility is made with more than one recruiter, the RS commander will provide comments in ARISS on the prospect data record and contact history screen to indicate that such a determination was made and by whom.

(2) Whenever processing responsibility is transferred in accordance with b above, the following information will be entered on DD Form 1966, Section VI, Remarks.

(a) Date transfer of processing responsibility.

(b) Name, rank, and social security number (SSN) of the recruiter who will be the recruiter of credit.

(c) Name, rank, and duty assignment of the commissioned officer authorizing the transfer of processing responsibility.

(d) Date the individual decided to go RA rather than USAR (if applicable).

(e) Signature of the individual entering the information.

(f) For health care recruiters (HCRs), the recruiter of credit will be entered on the letter of transmittal.

(3) The information will be annotated in the ARISS prospect data record and contact history screen to indicate that such a transfer was made and by whom.

d. HCR processing responsibility.

(1) AMEDD Det commanders ensure each AMEDD RS is assigned a recruiting territory.

(2) Each college and hospital is protected and belongs to the RS responsible for that zone.

(3) Current year seniors and graduates within graduation date plus 6 months are protected.

e. Termination. Upon RA Delayed Entry Program (DEP) loss, processing responsibilities terminate. All RA DEP losses are then eligible for contact and processing by any RA or USAR recruiter assigned to the RS.

## **6. Improper assignment or transfer of processing responsibility**

a. Any information concerning possible improper assignment or transfer of processing responsibility will be referred to the appropriate commander of the recruiter who received or would receive credit for the enlistment or if an HCR, to the immediate supervisor.

b. If it is determined that an improper assignment or transfer of processing responsibility was made, the Rctg Bn or AMEDD Det operations officer will accomplish the following actions as appropriate and place his or her initials after each entry:

(1) If the applicant has not contracted or enlisted, and the recruiter listed on DD Form 1966, block 33, is not the recruiter who performed the administrative processing of the applicant:

(a) Correct pages 1 and 3 of the DD Form 1966 series in accordance with AR 601-210, chapter 5.

(b) Enter a short summary concerning the improper designation of recruiter of credit on DD Form 1966, Section VI, Remarks, to include name, rank, and SSN of the recruiter who will receive credit.

(2) If the applicant has enlisted in the DEP, but has not enlisted in the RA:

(a) Enter a short summary concerning the improper designation of recruiter of credit on DD Form 1966, Section VI, Remarks, to include name, rank, and SSN of the proper recruiter of credit.

(b) Send a memorandum to the Rctg Bde for a correction of the recruiter of credit in the ARISS Mission Production Awards. The request should include a brief synopsis of the circumstances which necessitate the change. A memo of the request for correction will be filed in the applicant's residual file.

(c) Take action to correct the MEPCOM Integrated Resource System at the Military Entrance Processing Station (MEPS) in accordance with the appropriate United States Military Entrance Processing Command regulation.

(3) If the applicant has enlisted in the RA or in a USAR unit:

(a) No changes at MEPS in the MEPCOM Integrated Resource System may be made to correct the recruiter of credit block.

(b) A memorandum for record will be prepared concerning the improper assignment of processing responsibility. The proper recruiter of credit (name, rank, SSN) will be identified. An information copy of the memorandum for record will be forwarded to the Rctg Bde and a copy will be filed in the enlistee's residual file.

(4) If improper assignment of processing responsibility of OCS, WOFT, or AMEDD packets was made, the Rctg Bn or AMEDD Det operations officer will accomplish the following:

(a) Forward a request to the Rctg Bde or next higher headquarters for a correction of the recruiter of credit in the ARISS Mission Production Awards. The request should contain a brief synopsis of the circumstances which necessitated the change.

(b) A copy of the request for correction will be filed in the applicant's residual file.

## 7. Prohibitions

a. Poaching is prohibited and will be consid-

ered as serious misconduct. Incidents of poaching will be reported to the chain of command, and an inquiry conducted. Necessary corrective action will be taken.

b. DD Form 1966/3 will not be signed by United States Army Recruiting Command (USAREC) personnel unless DD Forms 1966/1 through 1966/3 are complete and personally verified by the signing party with appropriate enlistment documentation.

c. Mission accomplishment credit of relieved or suspended personnel will not be given to any other individual recruiter. Such credits will remain RS credits.

d. No USAREC personnel will accept mission accomplishment credit for any enlistment not processed in accordance with this regulation.

e. The transfer of enlistment credit (giving, loaning, or borrowing enlistment credits) from an individual recruiter or one organization (i.e., RS, Rctg Co, Rctg Bn, and Rctg Bde commands) to another is prohibited and considered misconduct.

f. The integrity assignment process and mission accomplishments cannot be compromised. The shifting or holding of mission to accommodate or otherwise make an RS successful when in fact they would not have been without this mission adjustment is prohibited. Any and all "gaming" that undermines the true accomplishment or actual mission of an RS is prohibited.

## 8. Infractions

All recruiting personnel will take positive and immediate action if an infraction of the provisions of this regulation is suspected. This action will include, as a minimum, immediate notification to a commissioned officer in the chain of command.

## 9. Policy interpretation

All questions concerning interpretation of the policies and procedures will be submitted through the chain of command to HQ USAREC, G3, Plans and Policy Division. See appendix B for illustrative examples.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

##### **AR 601-210**

Regular Army and Army Reserve Enlistment Program. (Cited in para 6b(1)(a).)

##### **USAREC Reg 601-73**

Missioning Procedures. (Cited in para 5a(1) NOTE.)

##### **USAREC Reg 672-10**

Recruiting Incentive Awards. (Cited in para 4e.)

#### **Section II**

##### **Related Publication**

This section contains no entries.

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

#### **Section IV**

##### **Referenced Forms**

##### **DD Form 1966 series**

Record of Military Processing - Armed Forces of the United States.

##### **DD Form 2807-1**

Report of Medical History .

##### **SF 86**

Questionnaire for National Security Positions.

##### **USAREC Form 658**

AMEDD Application Worksheet.

## Appendix B

### Illustrative Examples

This appendix is designed to show typical applications of provisions of this regulation. The examples are illustrative only and do not indicate mandatory actions.

**Example 1.** SSG Alpha is at the RS and Joe Zedder walks in. While talking with Joe, SSG Alpha determines that Joe attends South High School, which is one of SSG Alpha's assigned schools. SSG Alpha may process Joe, sign as recruiter of credit, and receive mission accomplishment credit.

**Example 2.** SSG Bravo and SSG Charlie are assigned to the same RS. SSG Bravo is at the RS and Jane Yankee walks in. While talking with Jane, SSG Bravo determines that Jane attends North High School, which is SSG Charlie's assigned school. SSG Bravo determines that Jane would like some written materials about the Army, and would like someone to come to her home to speak with her and her parents about the Army opportunities.

SSG Bravo gets Jane's name, address, and telephonenumber. SSG Bravo goes to the RS commander and informs him of the contact with Jane. The RS commander would assign processing responsibility to SSG Charlie since Jane is from SSG Charlie's assigned school and protected until 90 days after graduation year. This procedure is correct in that the RS commander assigned processing responsibility to the recruiter assigned to the prospect's or applicant's high school.

**Example 3.** If, in example 2 above, SSG Charlie was to be absent for an extended period of time due to hospitalization, leave, or TDY, then the RS commander would contact the Rctg Co commander (commissioned officer) who would determine the need for expeditious processing and may assign processing responsibility to SSG Bravo or some other recruiter to process Jane. (Comment: Once processing responsibility was assigned, it would not be transferred merely because SSG Charlie returned to the RS.)

**Example 4.** If, in example 2 above, the RS commander determines from the processing list that SSG Charlie had previously been processing Jane, SSG Charlie would be responsible for the continued processing of Jane. If the RS commander desired to allow SSG Bravo or some other recruiter to complete Jane's processing, the matter would have to be decided by the Rctg Co commander (commissioned officer) because it would constitute a transfer of processing responsibility.

**Example 5.** SGT Delta had been attempting to persuade Ted Tango to enlist. SGT Delta had made seven telephone contacts with Ted, had spoken with Ted six times while visiting Ted's high school, and had made two sales presenta-

tions to Ted and his parents at Ted's house. In spite of these efforts by SGT Delta during the course of Ted's senior year in school, Ted has not enlisted, preferring to wait until after he graduated to make a final decision. Ted has assured SGT Delta that he will call SGT Delta if he decides to enlist. All of SGT Delta's activities in Ted's case are documented on SGT Delta's ARISS prospect data record, contact history screen, and dailyplanning guide. SGT Delta has departed the Rctg Bn on TDY to attend a course at Fort Jackson.

During the first week of SGT Delta's TDY, Ted comes to the RS to announce that he is ready to enlist and would like to go on active duty as soon as possible. Ted talks with SGT Echo at the RS. SGT Echo determines that Ted is a graduate of Widefield High School, one of SGT Delta's assigned schools.

SGT Echo addresses the situation to the RS commander, who checks the processing list and discovers SGT Delta's efforts. The RS commander addresses the situation to the Rctg Co commander (commissioned officer) who directs SGT Echo to complete the enlistment paperwork on Ted while SGT Delta receives mission accomplishment credit for Ted's enlistment. (Comment: The Rctg Co commander's action in recognizing SGT Delta's recruiting efforts and assigning mission accomplishment credit to him is authorized. SGT Echo will sign all paperwork and place his name and recruiter identification number on the DD Form 1966 series, Section VI, Remarks, with annotations in accordance with para 5b(2).)

**Example 6.** SFC Hotel has processed applicant Ken Quebec to the extent possible and is awaiting the results of several police record checks prior to completing Ken's enlistment.

SFC Hotel is called away on emergency leave. While SFC Hotel is away, the police checks arrive in the mail and there is no longer any impediment to Ken's enlistment.

SFC Hotel's Rctg Co commander (commissioned officer) may direct SFC Hotel's RS commander to complete the processing and allow SFC Hotel to receive mission accomplishment credit. (Comment: The RS commander completes the DD Form 1966, verifying all entries, and signs block 33 of DD Form 1966, adding the annotation "see remarks." In the Remarks section the assignment of mission accomplishment credit is explained.)

**Example 7.** SSG Kilo has been assigned to the Shytown RS for 3 years and is permanently changing stations (PCS'ing) to Fort Sill. SSG Kilo has approximately 25 working leads on his lead refinement list and approximately 10 working prospects on his processing list.

Upon SSG Kilo's departure his RS commander assigns SSG Kilo's working leads and prospects

to SGT Nike. Processing has not been substantially completed (para 5b(1)(a)) on any of these leads or prospects. (Comment: This procedure is proper.)

**Example 8.** SFC Smith was the HCR for New York State. He recently PCS'd and was replaced by SFC Jones. Before SFC Smith PCS'd, he was processing Ms. Lima for appointment in the Army Nurse Corps. Ms. Lima's application is pending information at HQ USAREC and SFC Jones forwards the pending information to HQ USAREC thereby completing the packet. Packet credit is awarded to SFC Smith. (Comment: This procedure is proper.)

**Example 9.** SFC Regan talks with Ms. Smart who wants to join the Army Nurse Corps. Ms. Smart lives and works in Kansas City. SFC Regan completes the ARISS prospect data record and contact history screen on Ms. Smart and forwards it to SFC Mike, the HCR in Kansas City. (Comment: This procedure is proper.)

**Example 10.** Mr. Smith is processed for enlistment by SFC Alpha at an RS in the Kansas City Rctg Bn. While at the Kansas City MEPS, Mr. Smith cannot decide which military occupational specialty he wants. Two weeks later the Smith family moves to New Jersey. After a month, Mr. Smith cannot find a job. He walks into an RS in New Jersey and tells SGT Jones he was processed for enlistment by SFC Alpha while in Kansas City, but couldn't make up his mind which military occupational specialty to enlist for. SGT Jones tells his RS commander the situation.

The RS commander tells SGT Jones to process Mr. Smith for enlistment and to take credit for the enlistment. (Comment: This procedure is improper because:

(1) The RS commander does not have the authority to transfer the processing responsibility (para 5b(1)(b)). In that the applicant crossed the Rctg Bde's area of operation, the determination of processing responsibility will be referred to the Rctg Bde commander (para 5a(2)(c)).

(2) If the 1st Rctg Bde commander and the 5th Rctg Bde commander agrees that processing responsibility should be transferred to SGT Jones because the Kansas City guidance counselor was not able to sell Mr. Smith, then enlistment processing may be transferred to SGT Jones, who will comply with paragraph 5 and cite the 1st Rctg Bde commander as approving authority. If the Rctg Bde commanders cannot agree, then resolution will be referred to HQ USAREC, G3, Plans and Policy Division, for a decision.

(3) Approval of the processing transfer must be made prior to SGT Jones processing Mr. Smith (see para 5a(5)).

(4) This situation is not considered "poaching" since Mr. Smith was a "walk-in" and SGT Jones did not actively solicit Mr. Smith while he was in another recruiter's assigned RS.)

## **Glossary**

### **Section I Abbreviations**

#### **AMEDD**

Army Medical Department

#### **AMEDD Det**

Army Medical Department detachment

#### **ARISS**

Army Recruiting Information Support System

#### **DEP**

Delayed Entry Program

#### **HCR**

health care recruiter

#### **HQ USAREC**

Headquarters, United States Army Recruiting Command

#### **MEPS**

Military Entrance Processing Station

#### **OCS**

Officer Candidate School

#### **PCS**

permanent change of station

#### **RA**

Regular Army

#### **Rctg Bde**

recruiting brigade

#### **Rctg Bn**

recruiting battalion

#### **Rctg Co**

recruiting company

#### **RS**

recruiting station

#### **SSN**

social security number

#### **TDY**

temporary duty

#### **USAR**

United States Army Reserve

#### **USAREC**

United States Army Recruiting Command

#### **WOFT**

Warrant Officer Flight Training

### **Section II**

#### **Terms**

##### **applicant**

A prospect who agrees to undergo and has been scheduled for an Armed Services Vocational Aptitude Battery and physical examination to de-

termine enlistment or commission eligibility in a component of the Armed Forces.

##### **contact**

Personal or telephonic contact with an individual, by the recruiter, for the purpose of establishing interest in enlistment.

##### **lead**

Information pertaining to a prospect for RA or USAR enlistment.

##### **poaching**

The active solicitation of enlistments by a recruiter in another recruiter's assigned RS. Poaching is considered as misconduct and when detected will be reported immediately to the chain of command.

##### **processing enlistment or precommission**

The face-to-face sales interview, prequalification, and completion of the enlistment or application paperwork associated with enlistment or appointment of an applicant.

##### **prospect**

An individual who has directly indicated interest in an enlistment or commission, to a recruiter, through face-to-face or telephonic communication, by Lead Evaluation and Distribution System, centers of influence, DEP referrals, and/or hometown recruiter aides.

##### **recruiter of record (credit)**

Recruiter personally responsible for all actions and verifications leading to the enlistment of a person into the RA or USAR.